

## Summary of Changes

### ***Local Government Common Records Retention Schedule (CORE) v.4.1 (August 2020)***

#### **New Records Series Added**

- One (1) new records series has been added to this records retention schedule:
  1. **Security Monitoring – Employee and Public Access (COVID-19 Checks/Logs) (DAN GS2020-009) p.88**  
*“Until no longer needed for agency business (Non-Archival)”*

#### **Retention Changes**

- None

#### **Other Minor Changes**

- Spelling, punctuation, and errors in references to other records series/retention schedules were corrected.
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

#### **Essential Designation Changes**

- None

#### **Archival Designation Changes**

- None

#### **Series Being Revoked**

- None

***Net Increase in Records Series: 1 (from 290 series up to 291 series)***